

The Board of County Commissioners Of Riley County, Kansas

The Regular meeting of the Board of County Commissioners met at the Riley County Plaza East Building December 23, 2002 with the following members present: Bob Newsome, Chairman; Alvan Johnson, Vice Chairman; Russ Frey, Member; and Cindy Kabriels sitting in for Rich Vargo, County Clerk.

8:30 Public Comment

Mike Kearns; Johnette Mueller, Budget and Finance Officer; Cindy Volanti, Administrative Account Analyst; Rich Vargo, County Clerk; Susie Brown, Administrative Clerk; Lori Muir, Real Estate Specialist; Julieann Wurtz, Customer Service Representative; Jill Ward, Account Clerk; Sydney Williams, Customer Service Representative; Bob Isaac, Planner; and Janet Dean, Human Resources Coordinator, attended.

Volanti said it has been discussed and asked if the day after Christmas (a Friday) would be considered a holiday next year (2003).

The commissioners said they thought it was standard for the Friday after a holiday to be considered a holiday.

Johnson requested for a copy of the City of Manhattan's and Riley County Police Department's policies on holidays be presented to the commissioners.

The Board of County Commissioners, by consensus, agreed to cancel the commission meeting on Thursday, December 26, 2002.

Mueller said the City of Manhattan would like an advance payment on the TIF in December. Mueller said it is usually paid in January, however the City can request early payment.

9:00 Business Meeting

Mike Kearns; and Dan Harden, Director of Public Works/County Engineer, attended.

Johnson moved to sign the Kansas Criminal Justice Coordinating Council Authorized Signature Card for Reports and Requests for Community Corrections. Frey seconded. Carried 3 -0.

Frey moved to sign the Purchase Authorization for an upgrade Racal record to series II with software upgrade and first year warranty for Emergency Management in the amount of \$13,851.00 to be funded by 911 funds. Johnson seconded. Carried 3 -0.

Frey moved to sign Riley County Shared Leave Donation Forms. Johnson seconded. Carried 3 -0.

Frey moved to approve the Retail Dealers 2003 License for Cereal Malt Beverages for Daniel C. Davis, DeDee's Conoco, 5321 Tuttle Creek Blvd., Manhattan, KS 66502. Johnson seconded. Carried 3 -0.

The Board of County Commissioners signed Riley County Personnel Action Forms for the following:

- Tierney E. Zillhart, an As Needed Intensive Supervision Officer, in the Community Corrections Department, for Separation from County Service, effective November 22, 2002.
- Jason Young, an As Needed/On call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective December 24, 2002.

Johnson moved to approve the payroll vouchers in the amount of \$141,016.87 and the following warrant vouchers for December 27, 2002:

County General	212,265.49
Project Impact	24,112.58
Truancy Monitor	55.99
Domestic Violence Spec	533.89
Juvenile Intake Case Mgr	164.97
Riley Co Juvenile Service	2,973.31
Auto Special	3,436.57
21 st Jud Dist Surveillance	287.63
22 nd Jud Dist Adult Serv	2,385.74
21 st Jud Dist Teen Court	1,510.05
Riley Co Adult Services	4,017.60
Capital Improvements Fund	71.76
Emergency 911	13,893.99
Riley Co Fire Dist #1	2,353.57
Tata Rax Hills W&S	2,940.02
TOTAL.....	271,003.16

Frey seconded. Carried 3 -0.

Frey moved to approve the minutes of December 19, 2002 as amended.

Johnson seconded. Carried 3 -0.

The Board of County Commissioners have approved and signed Escapes and Abates for December, tax year 2002.

Johnson moved to remove the new position for the Parks Department from the 2003 Budget. Frey seconded. Carried 3 -0.

Frey moved to rescind the Purchase Authorization for a 30'x50' material storage shed and a 30'x50' surplus property storage shed in the amount of \$35,000.00 each for the Public Works Department and to use the funds as carryover due to the demand transfer cuts. Johnson seconded. Carried 3 -0.

9:30 Alvan Johnson left the meeting.

9:30 Press Conference

Monty Wedel, Director of Planning and Development; Dan Harde n, Director of Public Works/County Engineer; Rich Vargo, County Clerk; Mike Kearns; Bill Felber,

Manhattan Mercury; and Stan Morgan, Counselor/Director of Administrative Services; attended.

Kings said the Treasurer's Office will be closed to the public on Tuesday, December 31, 2002 at 12 (noon) to close out books.

Kings said the main 2002 accomplishment for the Treasurer's Office is the ability for the public to renew vehicle tags online.

Shawvers said the Register of Deeds' Office will be closed Tuesday, December 31, 2002 at 3:00 p.m. to close the books for the end of the month and year -end.

Vargo discussed the 2002 Accomplishments of the County Clerk's Office.

Vargo said Riley County will opt into the State's Health Insurance plan starting in 2003.

Wedel discussed the 2002 Accomplishments of the Planning and Development Department.

Hardend discussed the 2002 Accomplishments of the Public Works Department.

Morgand discussed the 2002 Accomplishments of the Administrative Services' Office.

Frey presented and discussed a list of items for the closing of the Big Lakes Regional Council.

10:00 Dan Harden, Director of Public Works/County Engineer

Mike Kearns; and Barbara Withee, League of Women Voters, attended.

Hardend discussed the Riley County tax program.

Hardend discussed a University Park Independent electric bill.

Frey moved to order the University Park operation fund be credited \$1,297.66 and the University Park capital fund be debited \$1,297.66 and that the appropriate

journal entries be made to accomplish this transaction. Newsome seconded. Carried 2 - 0.

10:40 Alvan Johnson attended.

10:40 Bob Isaac, Planning and Development

Barbara Withee, League of Women Voters; Mike Kearns; and Mrs. Steve Hoard, attended.

10:40 Newsome opened the hearing.

Isaac discussed the request to rezone a tract of land from "G -1" (General Agricultural) to "A -5" (Single Family Residential) and plat the property into one residential lot.

10:48 Newsome closed the hearing.

Johnson moved to approve the request to rezone the subject property from "G -1" (General Agricultural) to "A -5" (Single Family Residential) and plat the property into one (1) residential lot, and accept any easements, rights -of-way or licenses, as shown on the final plat. Frey seconded. Carried 3 - 0.

Frey moved to approve Resolution No. 122302 -130 amending the zoning map of Riley County concerning the use of certain real estate located in Jackson Township.

Johnson seconded. Carried 3 - 0.

Frey moved to approve Resolution No. 122302 -131 approving the Rocky Top Subdivision plat and accepting the street rights -of-way, easements, and licenses as shown on said plat. Johnson seconded. Carried 3 - 0.

10:50 Rod Meredith, Assistant Director of Public Works/Parks Director -
Bid Opening for two -16' Tandem axle dump trucks

Mike Kearns; Barbara Withee, League of Women Voters; Bob Isaac, Planning and Development; and Monty Wedel, Director of Planning and Development, attended.

The Board of County Commissioners opened the bids for two 16' Tandem axle dump trucks.

Bidder	Unit Price Bid 1	Unit Price Alternate bid	Estimated delivery date	Estimated alternate delivery date	Total Bid (2 trucks)	Total Alternate Bid (2 trucks)
KCR International 7700 NE 38 th St Kansas City, MO 64161 -9456	\$115,334.00	\$123,783.00	150 days	180 days	\$230,668.00	\$247,566.00
Doonan Truck HWY 56 & 156 Jct Great Bend, KS 67530	\$112,813.00	\$109,957.00	March 31, 2003	March 31, 2003	\$225,626.00	\$219,914.00
Rust Eck Ford 7310 E Kellogg Wichita, KS 67207 -1692	\$117,310.00	\$110,522.00	120-150 days	120-150 days	\$234,620.00	\$221,044.00
Copeland Truck Leasing Roberts Truck Center 2655 N Broadway Wichita, KS 67219	\$117,670.00	\$114,890.00	120 days	120 days	\$235,340.00	\$229,780.00
Kansas City Peterbilt, Inc. 8915 Woodend Kansas City, KS 66111	\$120,674.00	No Bid	90-120 days	N/A	\$241,348.00	N/A
Midway Ford Truck Center/Sales 7601 NE 38 th St Kansas City, MO 64161 -9409	\$113,343.00	\$107,645.00	100-120 days	100-120 days	\$226,686.00	\$215,290.00
Hays Mack Sales & Serv 1595 Chetolah Gold Hays, KS 67601	\$113,964.00	No bid	90-120 days	N/A	\$227,928.00	N/A
Kansas Truck Center Inc. 2552 N 9 th Salina, KS 67401	\$115,020.00	No bid	90-150 days	N/A	\$230,040.00	N/A
Kansas City Freightliners Sales, Inc.	\$120,097.32	No bid	March 28, 2003	N/A	\$240,194.64	N/A
MHC Kenworth Salina, KS	\$119,381.00	No bid	March 24, 2003	N/A	\$238,762.00	N/A

Frey moved to refer the bids to staff for evaluation and recommendation.

Johnson seconded. Carried 3 -0.

11:15 Bob Isaac, Planning and Development

Barbara Withee, League of Women Voters; Stan Morgan, Counselor/Director of Administrative Services; Mike Kearns; and Monty Wedel, Director of Planning and Development, attended.

Isaac discussed the request to rezone various tracts of land from "A -3" (Single Family Residential) to "G -1" (General Agricultural) in the Hunter's Isl and area.

The Board of County Commissioners asked the Planning and Development Department to invite all landowners to a Board of County Commissioners meeting to

discuss the request to rezone various tracts of land from "A -3" (Single Family Residential) to "G-1" (General Agricultural) located in Hunter's Island area.

11:36 Recessed for until 1:15.

1:15 Stan Morgan, Counselor/Director of Administrative Services

- **Administrative Work Session.**

Mike Kearns; Sammi Mangus, Assistant to the City Manager; Dan Harden, Director of Public Works/County Engineer; and Janet Dean, Human Resources Coordinator, attended.

Morgan discussed the Agreement between Riley County and the City of Manhattan regarding the transfer of sewer and water for the Tarrax Annexation.

Frey moved to place on the business meeting agenda Monday, December 30, 2002 action on the Agreement between Riley County and the City of Manhattan regarding the transfer of sewer and water for the Tarrax Annexation. Johnson seconded. Carried 3 -0.

Dean discussed reduction in the workforce policy.

Dean said this policy was removed from the Riley County Personnel Policies and Guidelines in 1996.

The commissioners agreed the reduction in workforce policy needs to be revised and added to the Riley County Personnel Policies and Guidelines.

Morgan presented and discussed an "Authorization to Reduce Appropriations for Departmental Budgets" document.

The commissioners asked Morgan to prepare letters to send to the Health Board, Law Board, and Juvenile Detention asking them to consider cutting their budgets due to the demand transfer cuts that the County has received.

**2:00 Budget Committee – Johnette Mueller, Budget and Finance Officer;
Eileen King, County Treasurer; Dan Harden, Director of Public Works/County
Engineer; Stan Morgan, Counselor/Director of Administrative; Rich Vargo, County
Clerk**

Monty Wedel, Director of Planning and Development; Mike Kearns; Jim Shaver,
Big Lakes Developmental Center; Frank McCoy, Director of Community Corrections;
Charlotte Shawver, Register of Deeds; Greg McHenry, Business Specialist; Kim Gee,
Administrative Assistant; Janet Dean, Human Resources Coordinator; Bill Lansdowne,
Director of Information Systems; John Cowan, GIS Coordinator; Dennis Peterson,
Director of Noxious Weed; Rod Meredith, Assistant Director of Public Works/Parks
Director; Janice Buchman, County Extension Office Professional; Bill Kennedy, County
Attorney; Larry Couchman, Director of EMS; Mike Watson, Director of Riley County
Police Department; and Lyle Butler, Manhattan Area Chamber of Commerce, attended.

Newsome stated he would like to eliminate out of state travel, rescind the salary
increases approved for the department heads, elected officials, and personnel for 2003.

Johnson said he would like to review where the additional revenue (\$400,000.00
identified by the auditors) was budgeted late in the 2003 budget process and consider
the other items mentioned.

Newsome reported Riley County will send a letter to the Law Board to hold a
special meeting to consider budget cuts. Newsome said letters will also be sent to the
City of Manhattan on the Health Department budget, Community College Tuition and
Juvenile Detention.

Mueller reviewed Demand Transfers and Pro-rated General Fund 2003 Budget
Cut spreadsheet, scenario #1.

Newsome said he wanted everyone to know that all things including personnel will be considered when making the cuts.

Kennedy said the commission has been open in this process and thanked the commission.

Kennedy said budget savings from this year should be considered for add-on to the 2003 Department Budgets. Kennedy said he expects to save \$30,000.00 for the 2002 budget.

Kennedy said he would request a credit for part or all of this 2002 savings for next year. Kennedy said with scenario #2 he would be able to keep all staff and try to operate with less material. Kennedy recommended the commission allow departments complete flexibility in administering the cuts. Kennedy said some departments could eliminate raises while others reduced work hours per department. Kennedy said departments could consider possibilities to increase income.

Harden said the Budget Committee met on Friday and the discussion lead back to the original recommendation. Harden stated due to dry conditions the Road and Bridge fund would have no carryover in 2002.

Harden stated the Budget Committee's recommendation to reduce appropriations for non-county entities by 50% was based on the demand transfers from the State being reduced 50%.

Kings said the Budget Committee recommended non-essential functions be eliminated, as determined by the Riley County Commissioners.

King stated the non-personnel portion of her budget is only \$42,000.00 for 2003.

Kings said due to statutory requirements she is very limited in what services could be cut. Kings said her employee suggested eliminating the Brinks Armored Cars service,

taking December 26, 2002 and December 27, 2002 off unpaid, 35 -hour work week, or the 37½ work week.

McHenry stated upon reviewing the spreadsheets and calculating the effect of the cuts if one size solution doesn't fit all. McHenry said the prorated cuts would effect personnel.

McHenry asked the commission to take a second look at the Budget Committee's original proposal.

Shawvers said the 37½ hour work week could be a possibility. Shawvers said she is reviewing options on how the technology funds can be used.

Peterson said it may be necessary to effect personnel. Peterson said he believes overtime costs are too high and could be reduced.

Lansdowne reported the Information Systems Department recommends the following ways to save money: the time system rounds up after 7 minutes, reduce cell phone usage, phones for County offices not being used, the speed of the wide area network lines, eliminate or reduce connection to the internet, mail items electronically, consider cutting COLA and merit raises as opposed to reduced hours.

Vargo said he believes departments will be returning more to the carryover in 2002 due to the cuts. Vargo said he would agree overtime could be reduced and one size cut does not necessarily fit all.

McCoystated appreciation for the input allowed. McCoystated employees would prefer a COLA and merit raise cut as opposed to positions.

Meredith stated the increase in volume of work in the Parks Department dictated the need for additional personnel. Meredith stated the Community Parks are allocated \$20,000.00 in 2003, which could be reduced.

Newsome asked Peterson and Meredith to pick three others to assist them in reviewing overtime, flexible time, and compensatory time.

Newsome asked Lansdowne to pick four others to consider his recommendations.

Newsome asked King to pick four others to consider work week changes.

Newsome asked Kennedy to pick four others to consider his recommendations.

Newsome asked the department to review their budgets and report in ten days what is absolutely necessary to fund essential functions.

Kennedy suggested a \$2.00 fee to the KSU football game ticket to generate revenue.

Newsome said he would like for the commission to begin addressing the cuts by the first of the year.

Mueller stated in preparation of the 2003 budget \$494,069.00 in revenue which was overlooked was placed in the General Services budget and then on a non -appropriated line item.

King recommended an updated Riley County carryover figure could be presented by January 10, 2002.

Johnson recommended withholding 25% of the COLA for 2003.

Johnson moved to eliminate all out of state travel other than those that are essential, funded by other entities, will bring money to Riley County, and those only upon the approval of the Riley County Commission. Frey seconded. Carried 3 -0.

Newsome moved to rescind the action taken on the increase of the County Attorney's Salary. Motion died for the lack of a second.

Johnson moved to freeze all personnel COLA, merit increases, and salary adjustments for 2003 (Resolution No. 102802 -112 establishing the salaries of certain

elected and appointed officials of Riley County, Kansas and Resolution No. 102402 -110
establishing the pay scale for classified employees of Riley County, Kansas) until
appropriate figures are available regarding carryover and the demand transfer cuts and
the Riley County Commission determining funding is available. Frey seconded. Carried
2-1. Newsome opposed.

The commission recommended waiting on purchasing two trucks from the 2002
Road and Bridge budget.

Frey moved to freeze all open positions during the 2003 fiscal year. Johnson
seconded. Carried 3 -0.

Meredith suggested the Riley County Commission write a letter to all employees
communicating their decisions.

4:20 Johnson moved to adjourn. Frey seconded. Carried 3 -0.